



HIBNER + LEVINE & ASSOCIATES

400 South Tamiami Trail; Suite 180

Venice, Florida 34285

**HOLIDAY PARK - REMODELING AND RENOVATIONS
COMMUNITY FACILITIES BUILDING**

MEETING NOTES

Thursday, August 10, 2022 - 9:00 a.m.

An on-site meeting Progress Meeting was held at Holiday Park - Conference Room; the meeting was attended by: John Rabideau, Brett Burmann and Steve Grossi (Holiday Park), Steve Kelle and Jay Giles (Wessel Construction), and Jennifer Smith (Hibner + Levine & Associates).

The Owners started the meeting by explaining they were relocating their Administration office tomorrow to another location within the Park, and would not need any assistance by the Contractor's electrician. They also indicated that the Kitchen Equipment movers are scheduled to relocate equipment on Monday.

Jennifer inquired about a gate code, to gain access to Holiday Park. Contractor explained that he had been provided two (2) - one (1) for Contractor and one (1) for the sub contractors. He provided Jennifer the code of #9222 to use.

The Contractor informed the Owners there is a 10:00 a.m. meeting scheduled following this, with the various Sub-Contractors to walk the project with the Contractor. Big Fish, A/V Contractor, would be one of the Subs and would be able to answer any electronic questions that has arisen so far.

The Contractor informed the Owners that the fence installation was beginning today.

RFP (Request for Proposals) #1 - #6, initiated from last week's meeting, were distributed and reviewed. Jennifer explained that once the scope of the RFP was confirmed they would be e-mailed to all parties and the Contractor would provide a proposal associated with the change. Most proposals will be provided to the Owners by the following meeting (7 days); however, some may take a little longer if investigation is required.

RFP #1 Conference Room - Owners added to the original scope by adding the replacement of the existing built cabinets with new cabinets (locking) and granite top, to match Main Project. (After conferring with Big Fish after the meeting), the requirement of new louvered closet doors, supply and installation of plywood backboard in the closet, dedicated electrical outlets in the closet, and modify the register to have the supply divided into the closet and the Conference Room, was added to the scope.

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RFP #2 Administration Office - approved to proceed as written

RFP #3 Manager's Office - approved to proceed as written

RFP #4 Laundry Room - approved to proceed as written

RFP #5 Storage Room - Jennifer explained to the Owners the extent of requirements to add the Storage Room. An additional and unexpected expense will be a ductless air conditioning unit. Due to the existing system not being up to the current Energy Code, the new Storage area cannot add supply to the new room utilizing the existing system. Because the new system would be a ductless unit (less expensive for this application), a small window would also be installed for the code required fresh air intake. The new a/c will possibly require a new sub panel, however, it is going to have to be investigated by the Electrical Engineer whether the main service to Holiday Park has adequate service to allow for the addition of another sub panel (remember a new sub panel was added for the Kitchen a/c unit). This will be a proposal that will take longer than 7 days to provide.

RFP #6 Library/Entry - approved to proceed as written

The Kitchen cabinet elevations were reviewed and discussed. Jennifer explained that she has been working directly with April Caswell and that she is currently reviewing the elevations. Once they are approved by Holiday Park, the elevations will be provided to the Contractor so he may forward to his cabinet contractor. The Contractor asked whether the roll down unit from the Kitchen to Community Hall was to be lockable or electronic. The Owner stated that they would like to see into have it electronic. Jennifer indicated that she would prepare an RFP for that item.

Brett inquired whether paint colors had been selected. Jennifer informed him that the Park had approved a Color Board, and that she would bring it back to the site next week.

The Owner requested an RFP's for the complete finish modifications to all three (3) restrooms, to match the Main Project, and to also add a line item of costs to upgrade to automatic toilets. — owner should consider not having their current plumbing company (who is installing sewer line lining) to reinstall the toilets if they may be replaced under our scope of work. This omission should create a credit in the sewer line work contract.

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The Owner also requested a RFP to replace the storage closets/rooms in the Storage/Electrical Room. It was discussed that the out dated irrigation controller be removed, so the storage closets could go wall to wall (approximately 13'-0").

After the meeting, the possibility of Holiday Park changing out their telephone service to VOP was discussed. If the Owner changes out to the VOP, the utility cabinet in the Library would become obsolete and could be removed completely. The Owners indicated they were reviewing the option and we would discuss in the next meeting(s).

Our next on-site progress meeting is scheduled for **Wednesday, August 10th**

END OF REPORT

c.c. Holiday Park
 Wessel Construction Corporation